



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3
DOVER, DELAWARE 19901

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MEMORANDUM

#05-12

TO: All Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: March 7, 2005

SUBJECT: FY 2005 GAAP CLASSES

All State organizations are required to complete a GAAP package reporting accrued assets and liabilities held outside the DFMS accounting system at June 30 of each fiscal year. This information is used in the preparation of State Financial Statements.

The Government Accounting Standards Board (GASB) required major changes to the Generally Accepted Accounting Principles (GAAP) reporting process last year. This year we continue to refine our processes to better capture and reflect those new requirements. Classes are offered for employees who are new to the GAAP package preparation and for those employees who are experienced in the GAAP package preparation, but require updated information. It is recommended that all personnel involved in the preparation and data entry of the GAAP package attend one of the following classes at the Department of Transportation, 800 Bay Road in Dover.

May 9 and 25, 2005 - Basic GAAP Reporting: for inexperienced staff, 8:30 AM to 4:00PM, with one hour for lunch.

May 5, 13, 16, 24, 27, & June 2, 2005 - Update/Refresher GAAP Reporting: for experienced staff, 8:30-1:00PM

Return completed form by April 22, 2005, to Mr. Lewis Brooks at Lewis.Brooks@state.de.us
For those without Internet or electronic file transfer capability, fax your form to 744-1045.

TLN:lab

Attachment

cc: Ron Draper, Administrative Auditor

**FY 2005 GAAP
Class Registration Form**

Two types of classes are being offered – *Basic GAAP Reporting* classes for staff who have limited or no experience with GAAP package preparation and *Update/Refresher* for those with experience preparing the GAAP package. Please complete the appropriate section below and return your registration early, as **class size is limited**. Your registration will **NOT** be confirmed. You will be contacted only if the class you have selected is full and rescheduling is necessary.

BASIC GAAP REPORTING (New/Inexperienced Staff):

Department of Transportation, 800 Bay Road, Dover, Main Administration Building, Farmington Room,
May 9 and 25, 8:30AM-4:00PM.

First Name	Last Name	Agency #	Dept	Division	Phone	Training Date
Example						
Lewis	Brooks	25-05-01	Finance	Accounting	744-1039	05/25/05

DIRECTIONS: DeIDOT, Central Administration Building, 800 Bay Road, State Route 113, Dover.

FROM THE NORTH: Take SR 1 (Tolls) south to Exit 95 (SR 10 and Dover AFB North Gate); turn right on US 13/113. Turn left at the second median, Transportation Circle; turn at the next right; the DeIDOT Admin. Building is on the left; park at the far end of the building.

FROM THE SOUTH: Take SR 1 (Tolls)/US 113 north to Exit 95, (N. Dover AFB and US 113); proceed north on US 113; after the 3rd traffic light turn left at the second median, Transportation Circle; take the next right; the DeIDOT Admin Building is on the left; park at the far end of the building.

FROM THE SOUTH: Take US 13 north to Court St. (US 13/113 split); turn right on US 113. At Transportation circle (2nd light); turn right; then an immediate left. The DeIDOT Admin. Building is on the right; park and enter at that end of the building.

UPDATE/REFRESHER GAAP REPORTING (Experienced Staff):

Department of Transportation, 800 Bay Road, Dover, Main Administration Building, Farmington Room
May 5, 13, 16, 24, 27, & June 2, 8:30AM-1:00PM.

First	Last Name	Agency #	Dept	Division	Phone	Training Date

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